U.S. COURTS
DISTRICT OF IDAHO

DISTRICT VERSION 3.1 (Jan 2008)
BANKRUPTCY VERSION 3.2 (Oct 2008)

Cross - Document Hyperlinks

CM/ECF users can file PDF documents that include hyperlinks to:

- ✓ previously filed documents in the *same case*.

- ✓ previously filed documents in *other cases that reside in our District's CM/ECF database*.

- ✓ previously filed documents in cases *that reside in other court's CM/ECF database*s.

- ✓ documents being filed as *attachments to your current filing*

Hyperlinking Highlights:

- Cross-Document Hyperlinks applies only to documents associated with *CM/ECF* docket entries.

- Hyperlinks may link to the start of a document, or to a specific page in the document.

- Users can file <u>main</u> documents that include hyperlinks to attached documents that are part of the same docketing transaction.

- Hyperlinks to CM/ECF documents are retained as long as the case remains in the primary CM/ECF database.

- Hyperlinks to restricted documents are not accessible unless users have appropriate permissions. So linking to sealed documents may be beneficial to the court but not accessible to outside users

- Any documents that includes a hyperlink must also include the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.

- CM/ECF does not verify the hyperlinks within the documents. Therefore, they must be correct or they will not work.

- Cross-Document Hyperlink functionality works with WordPerfect 11 or higher, and Word 2002 or higher.

CREATE HYPERLINKS TO PREVIOUSLY FILED DOCUMENTS
(USING WORDPERFECT)

> **Note:** This applies to documents filed in our ECF database or documents electronically filed in another court's ECF database.

STEP 1   Run the Docket Report for the case that contains the document to be linked. (Any CM/ECF report that contains document links may be used.)

STEP 2   Locate the document.

STEP 3   Copy the URL of the document:

1.   Place the mouse cursor over the **document link** (*not the silver-ball NEF link*) and right click.

2.   Select **Copy Shortcut** (*Internet Explorer/Netscape*) OR Copy Link Location (*Firefox*)

- Users should NOT copy hyperlinks from Notices of Electronic Filing.
- Court Users MUST hyperlink to documents through the court's external website.

STEP 4   Open WordPerfect and locate the document to which the hyperlink should be added.

- Select and **highlight the appropriate text** to be hyperlinked, such as "Test document" shown in the image below.

- Click **Tools** on the menu toolbar.
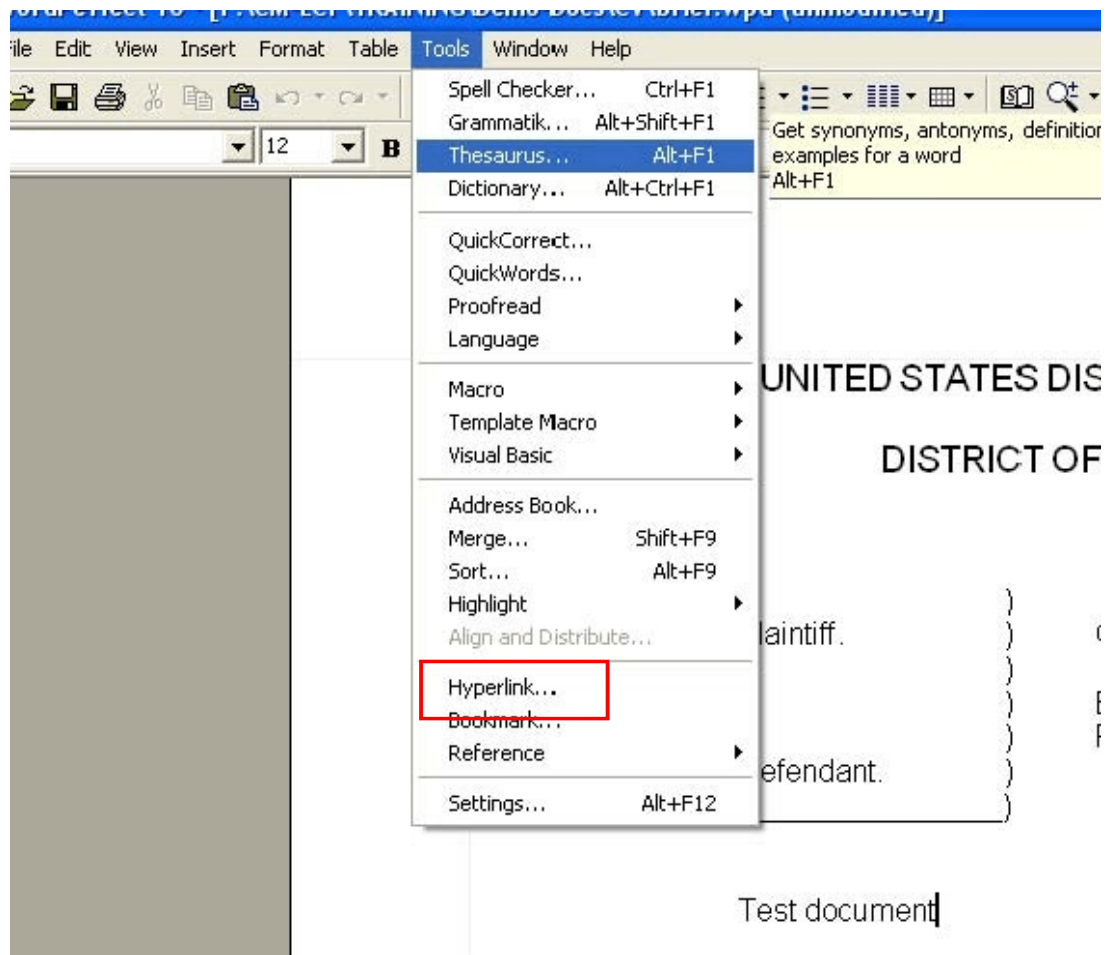
- Select **Hyperlink** from the drop-down list.

STEP 5   Next, the Hyperlink Properties dialog box appears.

- **Click** in the **Document/Macro field.**

- **Right Click** and **Paste** the URL of the document copied in Step 1 into the **Document/Macro** field.

- Click the **OK** button.
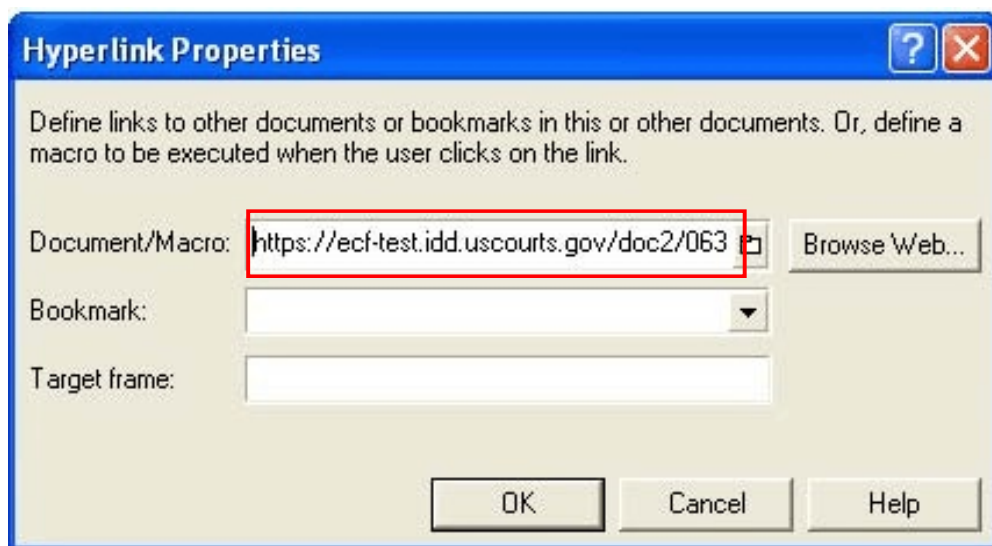
STEP 6   Save your document

STEP 7   The next step is to convert the WordPerfect document to PDF
               format.

·   Click **File** on the menu toolbar.

·   Select **Publish to PDF**.

STEP 8   Electronically file your PDF document as usual.

CREATE HYPERLINKS TO SPECIFIC PAGES
WITHIN PREVIOUSLY FILED DOCUMENTS
(USING WORDPERFECT)

Complete Steps 1 through 4 as instructed above.

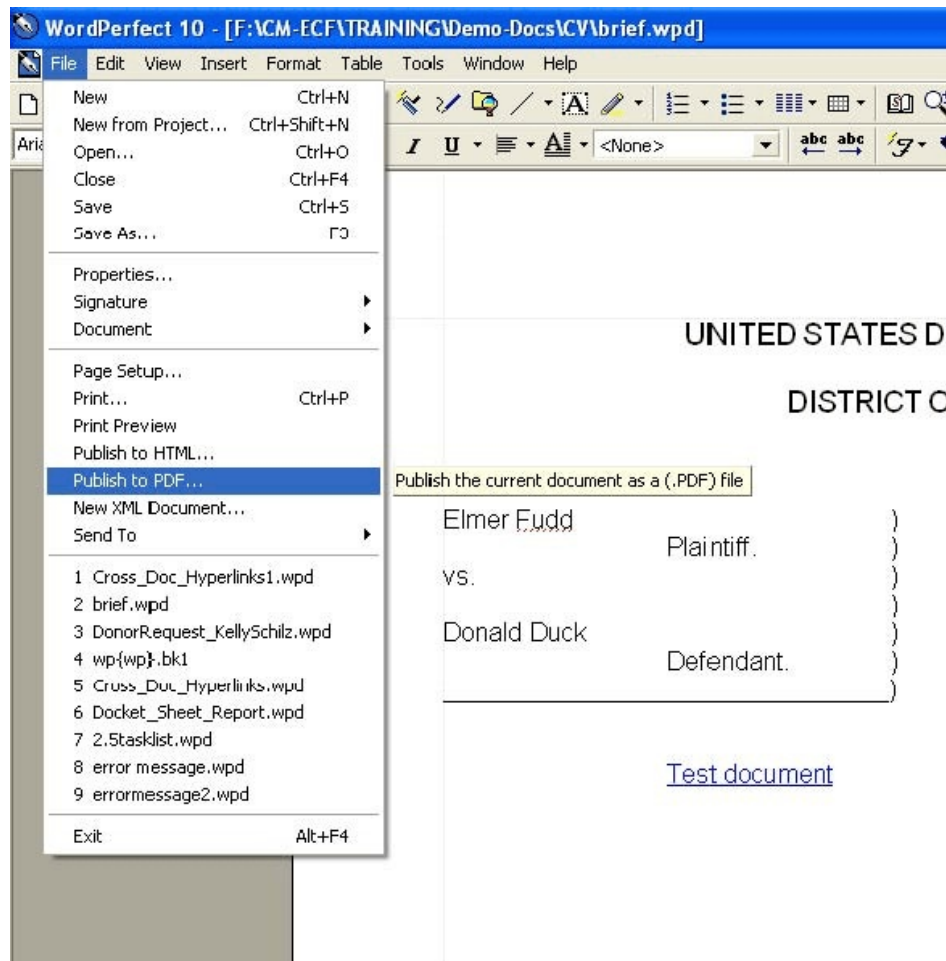**STEP 5**   Next, the Hyperlink Properties dialog box appears.

- **Click** in the **Document/Macro field.**

- **Right Click** and **Paste** the URL of the document copied in Step 1 into the **Document/Macro** field.

- Using the arrow keys, advance your cursor to the end of the URL line.

- **Type** "?page= " and insert the page number you wish the hyperlink to directly go to. (This applies to Word document hyperlinks as well.)

- Click the **OK** button.

Complete Steps 6 through 8 as stated above.

- Do not "print" a document to a PDF Writer. The hyperlinking will fail.

- "Publish to PDF..." must be used if a document contains a hyperlink.

- For accessing a document hyperlink, review the PACER Billing Scenarios section (Page 15).

CREATE HYPERLINKS BETWEEN DOCUMENTS
FILED IN THE SAME EVENT
(USING WORDPERFECT)

It is possible to hyperlink two or more documents that are to be filed in the same event even before those documents are filed in CM/ECF

STEP 1   Using WordPerfect, create the attachment document to which the main document will be hyperlinked to.

STEP 2   Save the document.

STEP 3   Publish the attachment document to PDF. (See STEP 7 above.)

STEP 4   Create and save the main WordPerfect document. (The document that will have the hyperlink to the attachment document.)

STEP 5   Open the main WordPerfect document.

- **Select the text** to be displayed as a hyperlink.

- Click **Tools** on the menu toolbar.

- Select **Hyperlink** from the drop-down selection.

STEP 6   Displayed next is the Hyperlink Properties dialog box. Click the **Folder icon** located to the right of the Document/Macro field.

STEP 7   Navigate to the file location that contains the secondary document (attachment document) to be linked

- **Highlight** the **file name**.

- Click the **Select** button.

- Click **OK** on the **Hyperlink Properties** dialog box.
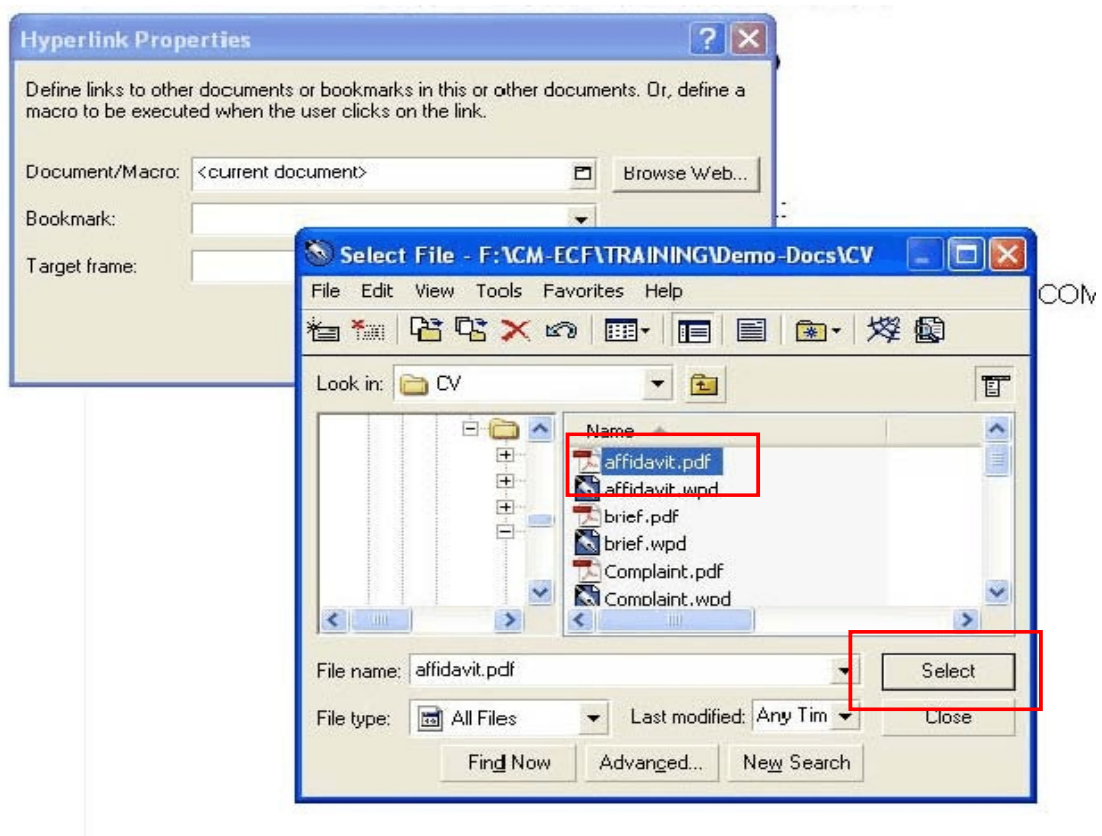
Note: The file selected to be linked must be in .pdf format.

STEP 8   **Save** the main WordPerfect document.

STEP 9   **Publish** the document **to PDF**. (See STEP 7 in the Creating Hyperlinks to Previously filed Document section.)

STEP 10   Electronically file your PDF document as usual.

CREATE HYPERLINKS TO PREVIOUSLY FILED DOCUMENTS
(USING WORD 2003)

Complete Steps 1 through 3 as instructed in WordPerfect version.

STEP 4   Open Word and locate the document to which the hyperlink should be added.

- Select and **highlight the appropriate text** to be hyperlinked, such as "Test Document" shown in the demonstration below.

- Click **Insert** on the menu toolbar.

- Select **Hyperlink** from the drop-down list or Ctrl+K
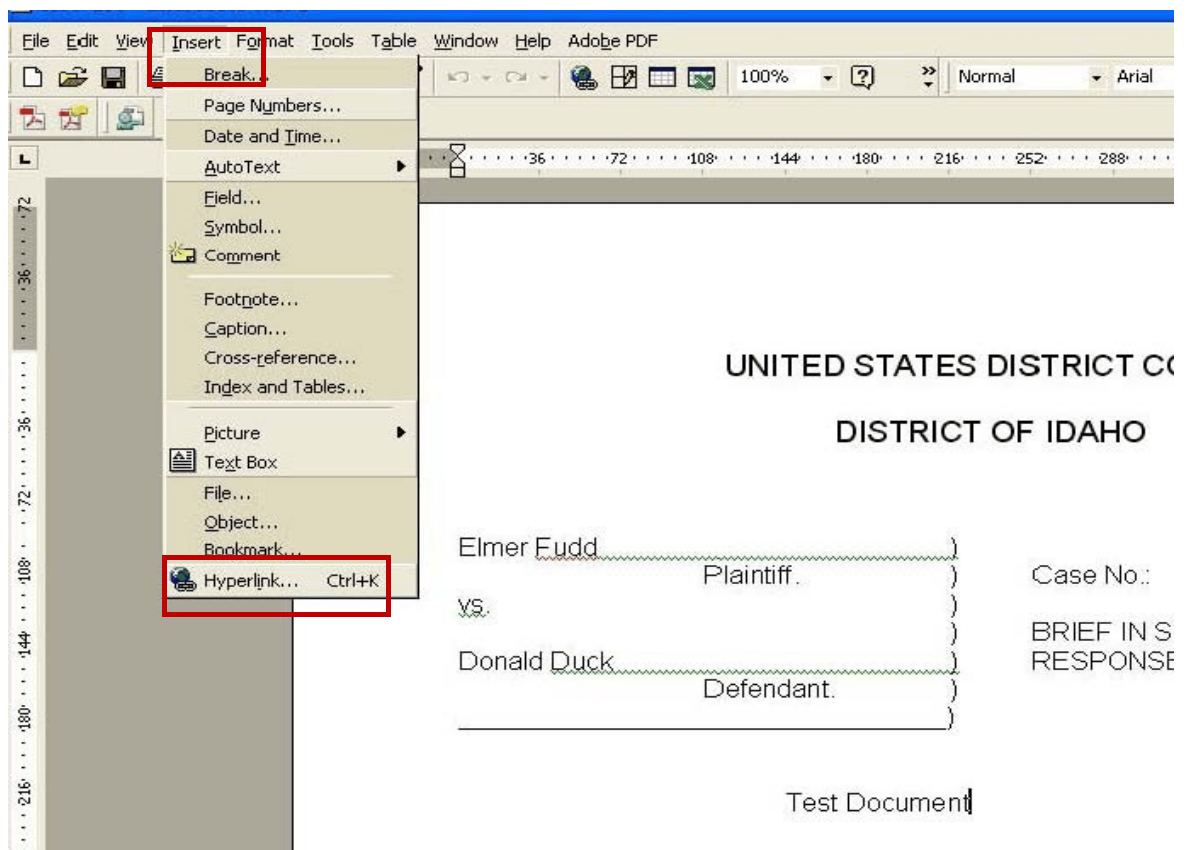
STEP 5   Next, the **Insert Hyperlink** window opens.

- **Click** in the **Link to** field**.**

- **Ctrl+v** to **Paste** the URL of the document copied in Step 1 into the **Link to** field.

- If you wish to link directly to a specific page within the document that is being hyperlinked, at the end of the URL insert "?page=" and the page number
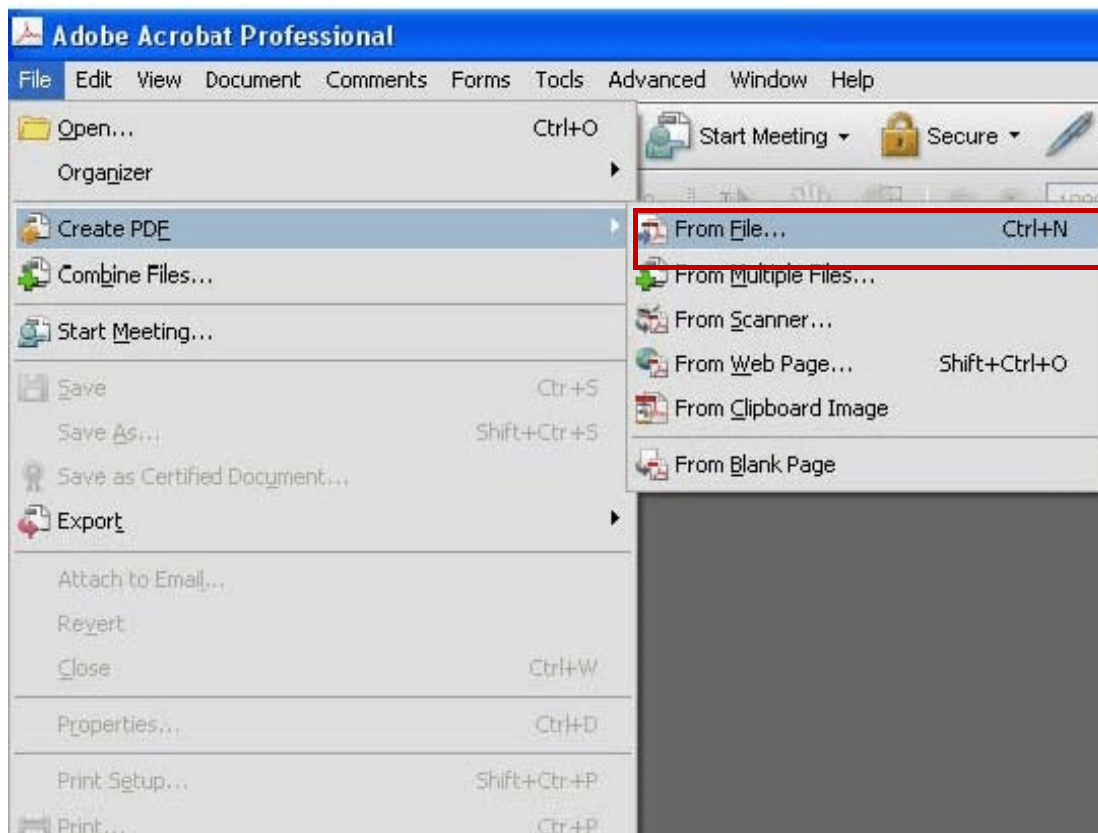
- Click the **OK** button.
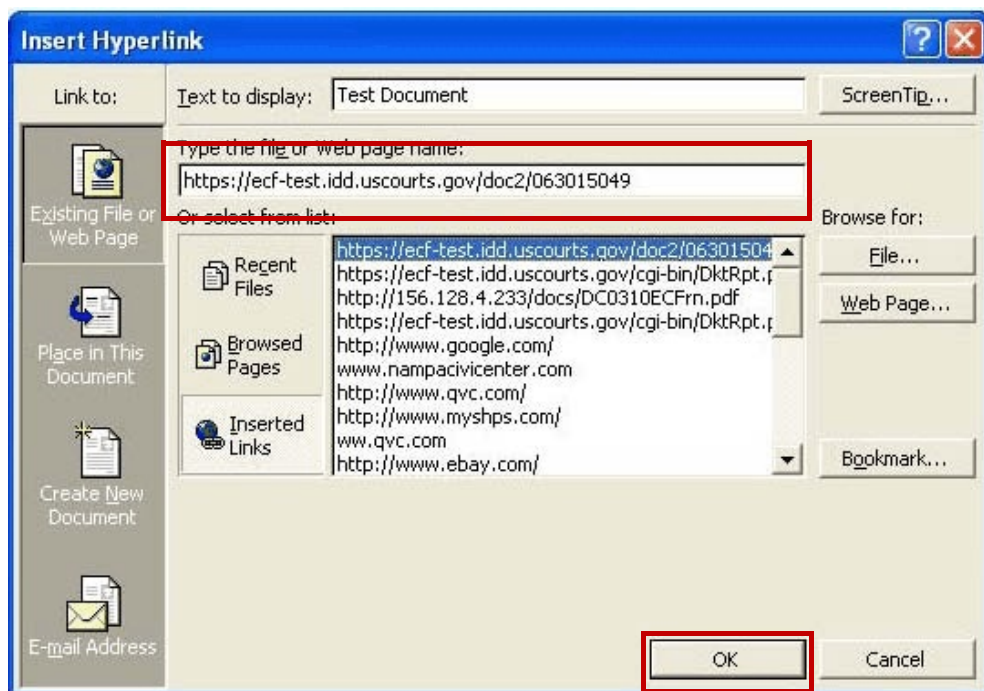
STEP 6   Save your document and Close your document. Your WORD document has to be closed for the conversion to PDF and the hyperlinks to remain in your document to function.

STEP 7   To convert the Word document to a PDF format, the Adobe
                 Acrobat application must be used.
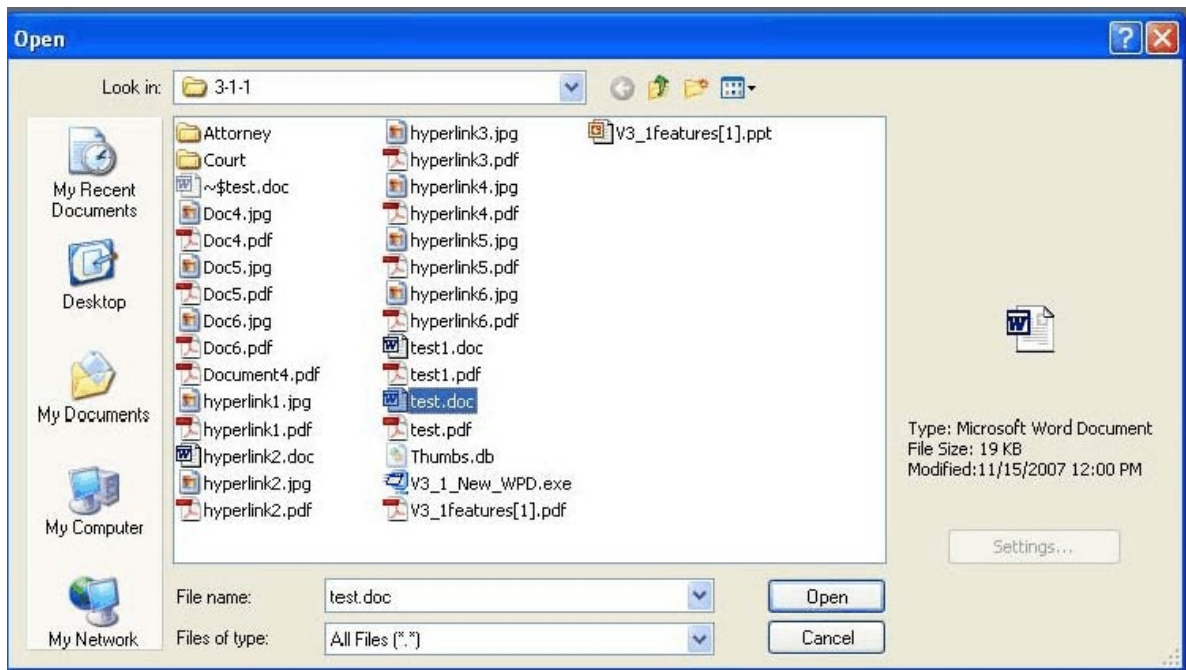
                 Open your Adobe Acrobat application.

         •   Click on **FILE** from the main menu

         •   Place your mouse over **Create PDF** and

         •   Select **From File...** from the menu

STEP 8   Navigate to the file location that contains the Word document to be converted to PDF.

- **Highlight** the **file name**.

- Click the **Open** button.

- Acrobat will open a series of windows as the document is converted. When the conversion is completed, the document will be displaced in an Adobe Acrobat window. (**Note**: The hyperlink is converted automatically.)

STEP 9   **SAVE** the PDF document. Respond **Yes** to the save changes message.

STEP 10   Electronically file your PDF document as usual.

CREATE HYPERLINKS BETWEEN DOCUMENTS
FILED IN THE SAME EVENT
(USING WORD 2003)

It is possible to hyperlink two or more documents that are to be filed in the same event even before those documents are filed in CM/ECF

STEP 1   Using Word, create the secondary document to which the main document will be hyperlinked to.

STEP 2   Save the document and convert the document to PDF. Important note that the document you hyperlink to must already by in PDF format.

STEP 3   Create and save the main Word document. (The document that will have the hyperlink to the attachment document.)

STEP 4   Open the main Word document.

•   Select the text in the main document that will be displayed as the hyperlink. Click **Insert** on the toolbar and select **Hyperlink** from the drop down selection list.

•   Follow Steps through 9 listed above.

Notes:
•   This applies to documents filed in our ECF database or documents electronically filed in other court's ECF databases.

•   For accessing a document hyperlink, review the PACER Billing Scenarios section (Page 15).

•   See Page 6 for discussion on linking to specific pages within a document.

STEP 10   Electronically file your PDF document as usual. Remember to attach the secondary PDF that is hyperlinked to the main document.

CREATE HYPERLINKS TO PREVIOUSLY FILED DOCUMENTS
(USING WORD 2007)

Complete Steps 1 through 3 as instructed in WordPerfect version.

STEP 4   Open Word and locate the document to which the hyperlink should be added.

- Select and **highlight the appropriate text** to be hyperlinked, such as "Test Document" shown in the demonstration below.

- Click **Insert** on the top tab toolbar.

- Select **Hyperlink** (or Ctrl+K) and Click.
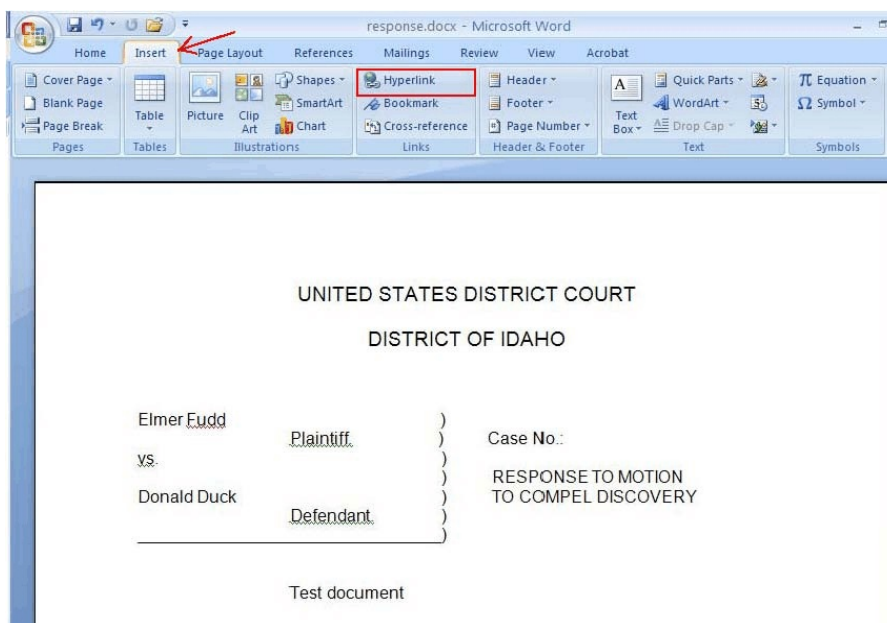
STEP 5   Save your document. In WORD 2007, you may convert your document to PDF and the hyperlinks will remain in your document.

STEP 6   Next, the **Insert Hyperlink** window opens.

- **Click** in the **Address** field**.**

- **Ctrl+v** to **Paste** the URL of the document copied in Step 1 into the **Link to** field.

- If you wish to link directly to a specific page within the document that is being hyperlinked, at the end of the URL insert "?page=" and the page number

- Click the **OK** button.
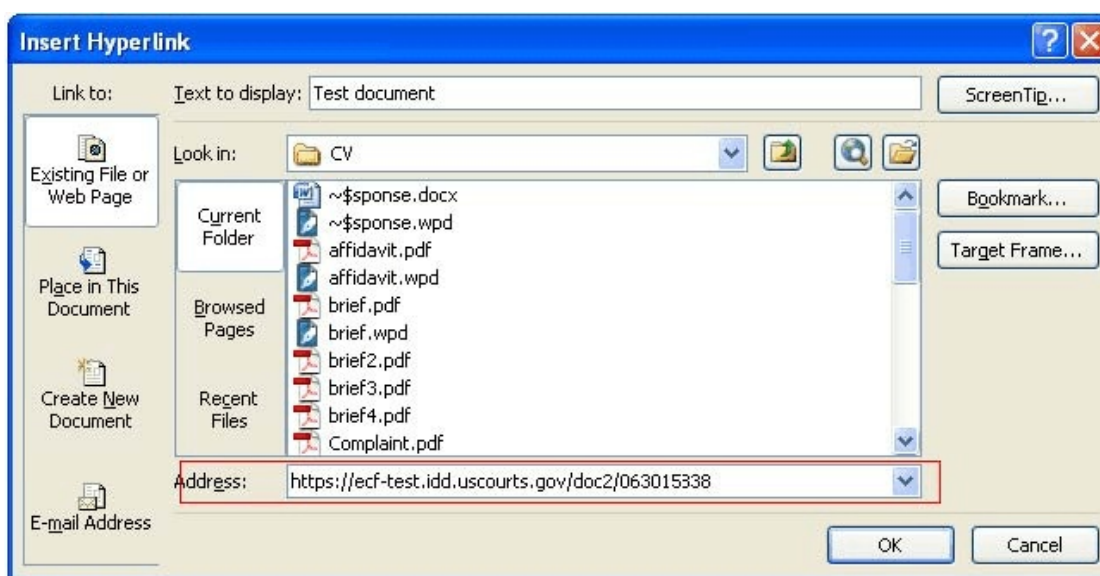
STEP 7   To Save your WORD document to PDF, Click on the **Acrobat** tab on the top menu bar.
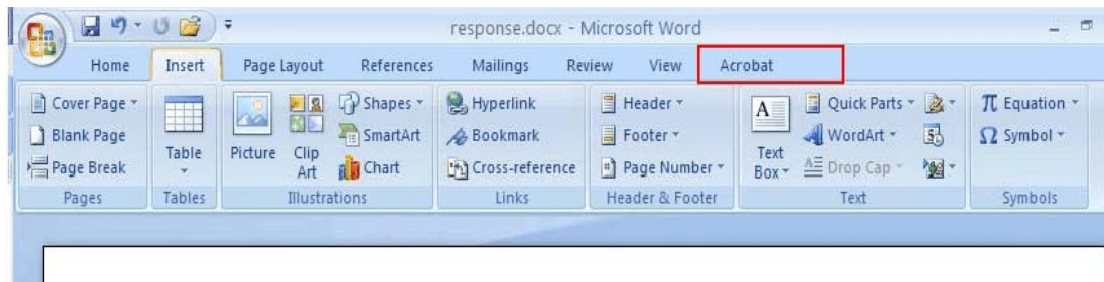
- Click **[Create PDF]** button from the menu and SAVE your PDF.

STEP 8   Electronically file your PDF document as usual.

PACER Billing Scenarios
When Using Hylerlinks

- When a user accesses an ECF document through a hyperlink, they will be prompted to enter their PACED login/password.

- When a user accesses a document for the first time via the Notice of Electronic Filing (NEF), no fees are incurred for the newly filed document. BUT, access to any hyperlinked document within the original document will incur a fee.

- If the ECF user accesses a document through their e-mail, after the first look, they will be charged for that look and any documents displayed when using hyperlinks.

- If document filed in the same transaction contain hyperlinks to each other, the free look is available from the document number hyperlink in the NEF and not from the hyperlinks within the documents. A note should appear on the document screen that warns the user of the PACER fee.

- If a user saves the original document and the hyperlinked document, they hyperlinks still direct the user back to the PACER login for review of the hyperlinked document. The hyperlink does not change locations to the local file when downloaded from ECF.